

Requirements for Obtaining a Loan Agreement Public Water Supply Loan Program

1. The applicant must submit a Project Plan meeting the requirements of **35 Ill. Adm. Code Section 662.320** and a Project Plan Submittal Checklist and a Funding Nomination Form to initiate project review.
2. An Environmental Review Checklist along with comments or approvals from relevant federal, State, and local agencies must be submitted with the Project Plan or soon after. Applicant must submit project information to the appropriate Agencies for review and this process may take several months. **35 Ill. Adm. Code Section 662.330(a)**.
3. Planning approval for the proposed project is issued following applicant's public participation process as defined by **35 Ill. Adm. Code Section 662.330**. Either a public hearing or public notice is required.
4. Prior to bidding, applicant must submit design documents, including plans/specifications accompanied by a PWSLP Certification of Plans/Specifications Compliance with Loan Rules Form and obtain a construction permit or, alternatively, an "authorization to construct" (no permit required letter) in accordance with **35 Ill. Adm. Code Section 662.350(c)(d)**.
5. Applicant must fully execute the PWSLP Loan Application Form, along with all accompanying forms, certifications and authorizations in accordance with **35 Ill. Adm. Code Section 662.350(a)**, including certification that the applicant has a sufficient legal interest in the site(s), rights-of-way and easements to permit the building of the facilities being proposed.
6. Executed engineering agreement(s) if loan assistance will be used to fund engineering costs in accordance with **35 Ill. Adm. Code Section 662.630**. See online guidance Engineering Eligibility Guide and Checklist for a list of contract requirements.
7. The applicant must provide all executed legal agreements and/or intergovernmental agreements necessary for project implementation per **35 Ill. Adm. Code Section 662.350(a)(7)**. This requirement is not applicable to most projects.
8. Project must be competitively bid in accordance with **35 Ill. Adm. Code Section 662.620** and the applicant must submit a fully executed Bidding Review Certification and Checklist Form with supporting documentation after bids are open. Construction contracts must not be awarded until a loan agreement is secured.
9. Loan applicant must obtain and register a DUNS number to receive federal funds. If your DUNS is expired, it must be renewed. Guidance is available online. See DUNS Number – Requirement and Obtaining.
10. After a loan agreement is issued, applicants must post a sign at the construction site or make an equivalent public notification as described in IEPA's Signage Guidance Document.

Underlined items are available on the IEPA's website at:

<https://www2.illinois.gov/epa/topics/grants-loans/state-revolving-fund/Pages/default.aspx>